Livestream Checklist

✓ **Schedule Livestream Event**

- Contact: Ronald Tull, 202-208-5089; ronald_tull@ios.doi.gov

✓ **Provide the following:**

- Date of Event
- Start and End Time
- Location of Event
- Presentation files (i.e. PowerPoint and video files)
  Please provide a file via email or Google Drive to michael_hershfeld@ios.doi.gov AND
  ronald_tull@ios.doi.gov

✓ **Livestream Webpage Requirements:**

- Brief Description of Event
- A thumbnail photo/graphic to represent the event (Size must be 130 pixels wide by 195 pixels tall)
- Livestream events must be 508 compliant with captioning. Cost for captioning is $200 per hour (using an external vendor).

Livestream events will stream to: https://www.doi.gov/events or to https://www.doi.gov/live
The Live page is reserved for Secretarial events only.

Livestream web chat is available to interact with your audience during the event.